



General Manager Job Fair - Thursday, August 8th - 5pm-8pm

Potbelly is GROWING!

We are currently interviewing for General Managers and Assistant Managers

Join Us For On-The-Spot Interviews! Thursday, August 8th from 5:00 pm-8:00 pm

Potbelly Sandwich Shop
1717 S. Rural Road Tempe, AZ 85281

Visit www.potbelly.com for more information

Job Requirements: Experience, Education and Behaviors

- Must represent Potbelly Advantage and Our Values.
- Minimum of at least 2 years as a General Manager in a restaurant or retail environment with P&L responsibility. Experience in the Restaurant Industry, preferred.
- High School degree; Bachelor's degree, preferred.
- Strong business acumen. Ability to see "Big Picture."
- Ability to manage a fast-paced, high-volume, clean, customer-focused restaurant.
- As a requirement of the position, all Shift Leaders and Managers must be trained and pass a Food Safety Certification course. In Illinois, certification is required through the Illinois Department of Public Health, while in all other states certification is required through the National Restaurant Association (ServSafe), National Registry of Food Safety Professionals or the National Environmental Health Association (Prometric). Should the Shift Leader or Manager fail to pass the certification requirements after two attempts, he or she will be not be qualified to continue to perform in a Shift Leader or Management capacity.
- Ability to comprehend and communicate in English via verbal and written communication, such that employee can perform his or her job responsibilities.
- Must spend 80-90% of time on the shop floor in the Front of the House.
- Must have financial literacy. Ability to understand financial reports.
- Exceptional customer service skills.
- Strong time-management skills. Ability to multi-task, to prioritize and to organize.
- Strong interpersonal skills. Ability to select, develop, inspire and manage strong teams.
- Strong communication skills, both written and verbal.
- Ability to delegate, follow-up and hold team accountable.
- Ability to create and execute effective plans to build the business.
- Must have the ability to set budgets and maintain food and beverage cost.
- Ability to follow expectations and guidelines set by Potbelly.
- Microsoft Office skills.

Contact Name: Vanesa Surmiller

See all jobs with Potbelly: [http://www.careerbuilder.com/Jobs/Company/C331N66HBY897NCMGQ/Potbelly-](http://www.careerbuilder.com/Jobs/Company/C331N66HBY897NCMGQ/Potbelly-Sandwich-Works-Jobs/)

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